i-NAF
TECHNICAL COMMITTEE(TC)
STRUCTURE AND OPERATION

Issue No 1

Issue Date: 08.01.2018   Application Date: Immediate

i-NAF TECHNICAL COMMITTEE(TC) STRUCTURE AND OPERATION

1   TERMS OF REFERENCE

1.1   The terms of reference of the i-NAF Technical Committee (TC) shall be defined in the "i-NAF Structure" document (i-NAF -NPG 5).

2   PRACTICE

2.1   The i-NAF TC it will operate for technical requirements.

2.1.1   The i-NAF TC establish Working Groups (WGs) or Taskforces (TFs) to operate the developments as deemed appropriate.

2.1.2   Whenever there are any significant aspects/issues to be discussed in the i-NAF TC, which may lead to concerns by members, the i-NAF members may request the opinion from the i-NAF TC committee.

2.1.3   The i-NAF TC are responsible for to their relevant i-NAF TC WGs/TFs and for reporting the the i-NAF TC' s at its annual meeting.

2.1.4   The list of i-NAF TC representatives shall be updated each year during the i-NAF TC meeting. The i-NAF Secretariat shall keep the updated list.

2.2   The i-NAF TC may develop i-NAF-specific technical documents to support needs for natural accreditation programs within global.

2.2.1   The i-NAF TC may establish WGs/TFs to carry out specific activities. The Convenor of each new WG/TF shall be appointed with the approval of the i-NAF TC during its annual meeting.

2.2.2   The Convenor of each WG/TF is responsible for establishing its terms of reference and work program to ensure that the task shall be carried out appropriately. The Convenor shall report the progress to the i-NAF TC during its annual meeting.

2.2.3   The WG membership is open in principle. But to ensure smooth, foreseeable and effective operation of WG, each i-NAF member should write to the WG convener to formally nominate members of the WG. WG convener should formally approve or reject the nomination. If the nomination is rejected by the WG Convener, he or she shall provide sound reason for such rejection. WG members will be listed and visible to all i-NAF members. WG meeting conducted through e-mailing may only accessible to its members.

2.2.4   All formal i-NAF technical documents shall be approved by the i-NAF TC, either during its annual meeting or by electronic means.

2.3   The i-NAF TC may identify an appropriate person to report the development of relevant NSO/NCASC (International Organization for Natural Standardization) or other standards at its annual meeting to ensure that i-NAF TC members are aware of the latest standards development in relation to natural conformity assessment.

2.4   i-NAF TC members wishing to submit technical papers for discussion have to provide the paper to the i-NAF TC Chair any time they wish. The i-NAF TC Chair is responsible for obtaining the view and seeking the consensus among the members by electronic means. The outcome of the discussion shall be recorded.

i-NAF TECHNICAL COMMITTEE(TC) STRUCTURE AND OPERATION

2.5   Discussion papers for the i-NAF TC annual meeting have to be sent to i-NAF TC Chair at least 2 weeks prior to the i-NAF TC meeting. Papers that are submitted after this date may be accepted at the discretion of the i-NAF TC Chair.

2.5.1   The format of the discussion papers shall be the same as that shown in Annex 1.

2.5.2   Any i-NAF TC member who submits a discussion paper shall identify who will present the paper in the i-NAF TC meeting. The outcome of the discussion shall be recorded in the i-NAF TC meeting minutes.

2.6   Normally, the i-NAF TC should have its meeting once a year, in conjunction with the i-NAF General Assembly. The typical i-NAF TC meeting agenda is shown in Annex 2.

2.6.1   Should a WG/TF wish to have its meeting in conjunction with the i-NAF TC, its Convenor shall inform the i-NAF TC Chair and i-NAF Secretariat at least 2 months prior to the i-NAF TC meeting. The information shall include meeting duration and the number of participants so that the Secretary and host member can make appropriate logistical arrangements.

2.6.2   The WGs/TFs should normally develop a work-plan and are encouraged to actively maintain on-going progress against the work-plan between face to face meetings. The i-NAF TC Chair may instruct that a work-plan is required. Work-plans should normally be completed in collaboration with the participants and include responsibilities and milestones.
WGs/TFs conveners are also encouraged to use other on-line collaborative tools to maintain an active work-plan.

2.6.3   During the i-NAF TC meeting, the Chair shall encourage all members to participate actively in the discussions and ensure that all outcomes are based on consensus among the members. The Chair shall also ensure that the workload of the committee would be shared equally among the members.

2.6.4   All i-NAF members are required to identify one or more representatives to take part in the i-NAF TC activities, preferably those who have technical background.

2.6.5   The outcomes of the annual TC Meeting shall be recorded in the Minutes to ensure that the i-NAF members have access to obtain information. The action items shall be identified in the i-NAF TC Workplan. The draft Minutes shall be distributed to the members for approval within 2 months of the meeting. The Chair is responsible to ensure that the identified activities in the latest Workplan are being progressed in a timely manner.

2.7   The i-NAF TC may have technical co-operation with other bodies, (eg. other IAF regional bodies, CB associations), with the approval of the i-NAF Natural Accreditation (Executive) Committee, as deemed appropriate.

i-NAF TECHNICAL COMMITTEE(TC) STRUCTURE AND OPERATION

ANNEX 1

FOR i-NAF TC MEETING in ….XXXX….	DATE:

i-NAF DISCUSSION PAPER

NAME OF PARTY SUBMITTING ISSUE FOR DISCUSSION (OPTIONAL):

STATEMENT OF THE ISSUE:

DISCUSSION:

REQUESTED ACTION BY THE i-NAF TC:

CONSENSUS OF THE i-NAF TC (ALSO TO BE DOCUMENTED IN THE MEETING SUMMARY):

i-NAF TECHNICAL COMMITTEE(TC) STRUCTURE AND OPERATION

ANNEX 2

AGENDA ITEM 1   Page 5 of 6

Issue No XXX

i-NAF TECHNICAL COMMITTEE MEETING

MEETING DATE:
DETAILED LOCATION:

TIME RANGE: 08.00 – 17.00

DRAFT AGENDA

ITEM   DOCUMENT NO.

1.   OPENNING-WELCOME AND INTRODUCTION OF DELEGATES
1.1   Apologies

2.   CONFIRMATION OF DRAFT AGENDA

3.   CONFIRMATION OF DRAFT RECORD OF LAST MEETING
3.1   Confirmation of Minutes
3.2   Matters Arising from …….years meeting not covered in current Agenda
3.3   Review of i-NAF TC Workplan

4.   i-NAF TECHNICAL ISSUES

4.1   Matters referred to previous i-NAF TC meeting
4.2   Report from i-NAF WGs/TFs
4.2.1 …….
4.2.2 …….
.
.
4.3   i-NAF Discussion Papers / Questions-answers-suggestions

5.   REPORTS ON THE DEVELOPMENT OF RELEVANT NSO/NCASC COMMITTEES
6.   OTHER BUSINESS
7.   UPDATE OF i-NAF TC WORKPLAN
8.   CLOSE

i-NAF TECHNICAL COMMITTEE(TC) STRUCTURE AND OPERATION

ANNEX 3

i-NAF TC COMMITTEE OF STRUCTURE

TC MEETING

i-NAF INTERNAL ISSUES

➢ TC WORK GROUP
➢ TC TECHNICAL FORM(s)
➢ DISCUSSION PAPERS

NSO/NCASC RELATED ISSUES